

SECRET

APPENDIX IV

Approved For Release 2001/08/15 : CIA-RDP78-04718A000500050017-5

PRINTING AND REPRODUCTION DIVISION

	<u>Present T/O</u>	<u>Proposed T/O</u>	<u>Additional Positions Requested</u>	<u>Remarks</u>
Office of the Chief	4	5	/ 1	One additional position requested for Plant Security Officer, GS-12.
Production & Control Branch	3	3		
Photography Branch			/ 11	See chart attached to this Appendix. Eight additional Photographers and three Photographic Aides required.
Plant Services Branch			/ 1	One additional position requested for Plant Electrician (GPO Schedule) in Supply and Services Section.
Printing Branch			/ 3	Three additional offset press operators (two IB-12's and one IB-9) are required in the Duplicating Section due to the increase in the OCD Batch System from 60 to 80 Batches per day.
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Totals			/ 16	

The personnel increases requested for the Printing and Reproduction Division are needed in order that current production demands may be met without the constant overtime now necessary. If the increases requested are approved, we will only be able to meet current demands. Any increase in the volume of present projects, or the addition of new projects of substantial volume will require additional increases which will be requested as the need arises. A full time Security Officer is requested for the reason that there is the greater concentration of classified material in Printing and Reproduction Division than almost any other activity in the agency, together with the greatest possibility of compromise due to the large number of low-salaried employees. The plant electrician is requested because experience has indicated that one such employee, fully security cleared, is required in order to eliminate the large number of uncleared PBS and equipment maintenance men now required for service calls. The other additions are requested for the reasons explained on the attached chart.

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